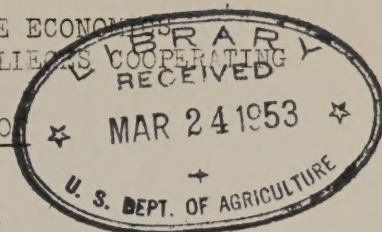


SUGGESTIONS REGARDING ANNUAL PLANS OF WORK OF
EXTENSION SOIL CONSERVATIONISTS

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Extension Soil Conservationists in their position as leaders for extension activities in soil and water conservation facilitate the working of many people within and outside of the extension organization. The arrangements and methods by which they work vary in many respects from state to state. For these reasons the following outline indicates the essential topics applicable in all plans for Extension Soil Conservationists. The outline by which intended activities are discussed is indicative of the approach and methods to be used so that it seems appropriate to allow the maximum flexibility for presentation of information.

1. BASIC WORKING ARRANGEMENTS AND RELATIONSHIPS: Describe the basic relationships within the Service and the policies or established procedures by which work is done with county extension workers and state staff members. Also, describe the working relationships with state agencies, organizations or groups working in soil conservation. Mention committee assignments or other specific responsibilities accepted.
2. THE SOIL CONSERVATION SITUATION: Extension workers are normally concerned with those factors of the situation that affect action by people. For this reason social and economic factors pertaining to soil and water conservation have significance comparable to the physical factors. The facts for this section should be selected with consideration of their significance or importance in determining the work to be done by the Extension Soil Conservationist in connection with the overall extension activities in soil and water conservation. All information included should have evident relationship to the planned action described in the following sections.
3. MAJOR OBJECTIVES: Indicate the things to be accomplished during the year to which the Extension Conservationist will devote major attention. The objectives selected should reflect consideration of priority of needs for the kind of assistance that can be given and the relative benefits to be expected. Reasons for the determinations made should be stated if they are not evident from the information contained in the statement of the situation.
4. PROCEDURE: Tell what will be done in order to accomplish the stated objectives. For each phase of activity indicate in appropriate detail how, when, by whom or through what arrangements the undertaking will be accomplished. Discussion under this topic normally represents the "heart" and major substance of the plan.
5. EDUCATIONAL MATERIALS -- PUBLICATIONS AND VISUAL AIDS: Describe briefly educational materials to be developed, list those to be obtained and indicate how they are to be used.

PREPARATION AND DISTRIBUTION

Extension Soil Conservationists should prepare and distribute plans of work according to form and procedures prescribed within the state.

Those cooperatively employed by the Extension Service and Soil Conservation Service should prepare at least five copies with provision on the front page for approval by the State Conservationist as well as the State Director of Extension. Two copies of these should be signed by both the State Director and the State Conservationist and forwarded in the usual manner by the State Extension Director to the Director of Extension Work in Washington. The other three copies, on which signatures may be typed, should be transmitted to the State Conservationist. He will be requested to forward one copy to the Soil Conservation Service in Washington and one to the Regional Office.

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